

# Office Organization

Douglas Jones and  
Hugh Windom

FAST 2022



# Remember elementary school?

- Who?
- What?
- When?
- Where?
- Why?
- How?

Same applies to OIT!!



# Scheduling

- **When will you do oral food challenges?**
  - Who will schedule them?
- **When will you do OIT?**
  - Set time of day
  - Mixed throughout
- **Who will do OIT scheduling?**
  - Normal receptionist?
  - Designated person?
- **Must keep in mind the Office Space and Staff needs (upcoming)**





# Office space

- Coincide with scheduling/staffing?
- Dedicated OFC rooms? Community?
- For OIT, dedicated dosing room? Community? Hybrid? What about monitoring?
- Supplies and storage? OIT dose preparation?
- Emergency supplies/equipment?



# Staffing



- ❑ physician oversight
- ❑ day to day operations by physician or extender
- ❑ trained nurse for patient care and mixing
- ❑ anaphylaxis prepared staff
- ❑ risk evaluation and mitigation strategy (FDA speak)



# Food lab supplies

Precision weigh scale accurate to 0.01 g

Utensils (disposable forks, spoons, and knives)

Plates and bowls for mixing vehicle with food

Glass bottles for storage of liquid doses

Containers for bulk food and flour

Food vehicles for mixing: pudding, applesauce, yogurt

Measuring spoons and cups

Mortar and pestle

Oral dispensing syringes

Cleaning supplies

Refrigerator / sink

# Office supplies

Calculator

Markers for labeling

Computer and printer

Cabinets and drawers for storage of  
supplies







# Airway and oxygen supplies

blood pressure cuff monitor

stethoscope

facemask - adult and  
pediatric

pulse oximeter

nasal cannula

oxygen tank and tubing

ambu bag

oropharyngeal airway - adult and  
pediatric

oral endotracheal tube

intubation laryngoscope



# Intravenous supplies

IV fluids (normal saline solution)

IV pole

catheter needles (gauge 16, 18, 20, 22)

connection tubing

syringes with needles (1 mL, 10 mL)



tourniquet

1-inch tape

latex-free gloves

alcohol swabs



# Medications

epinephrine 1:1000 for intramuscular injection

cetirizine syrup

methylprednisolone 125-mg vial

albuterol metered-dose inhaler and nebules

nebulizer